

## **COUNCIL POSITIONS**

### **Chair**

The chair of Council performs the following: arranges for meetings, prepares meeting agendas, acts as chair at Council meetings, ensures the minutes of Council meetings are recorded and maintained, ensures communication between Council and the school community, facilitates the resolution of conflict and participates as an ex-officio member of all committees established by the Council. Acting on behalf of all parents of students at RPPS, the chair liaises with the principal, staff and Board representatives to work with them to enhance the quality of life for all students.

### **Vice Chair**

The vice-chair works closely with the chair to assist in the day-to-day operation of the Council. The vice-chair may stand in for the chair as to chair meetings or to undertake other duties of the Council on the chair's behalf.

### **Past Chair**

The past chair will remain an officer of Council until replaced by a new past chair. The past chair acts as a resource to the current chair, to maintain continuity and assist in planning the budget and implementing programs. The past chair can also stand in for the chair, vice-chair or secretary to assist in the smooth operation of Council meetings and programs. The past chair automatically has a seat on Council and does not stand for election.

### **Treasurer**

The treasurer is responsible for developing and implementing the budget, subject to approval by Council and overseen by the chair. The treasurer ensures all monies collected and expenditures paid are completed according to Board policy and procedure. The treasurer provides a report on the Council's account activities at each meeting. The treasurer must submit a budget for approval by Council each year, and provide a financial report of all Council revenues and expenditures at the end of each school year.

### **Secretary**

The secretary of the Council is responsible for the administrative activities of Council. The chief responsibility of the secretary is to take, distribute and maintain accurate minutes of all Council meetings, including the recording of any motions introduced or resolutions passed by Council. The secretary is required to attend all Council meetings, or appoint another Council member as a designate to undertake secretarial responsibilities.

### **OCASC Representative**

Council sends one or two representatives to the Ottawa-Carleton Assembly of School Councils. The OCASC Representative is responsible for representing the views of RPPS' Council to the larger body of school councils, and pursuant to their meetings, reporting back to, or seeking input from, Council regarding the activities of OCASC. The individual who fills this position is required to attend approximately ten OCASC meetings a year or appoint other Council members as designates.

### **Volunteer Coordinator**

The volunteer coordinator is responsible for recruiting parent volunteers and coordinating their activities at RPPS. The principal or chair may call upon the volunteer coordinator to provide parent volunteers for a variety of RPPS events and activities, as required.

### **Book Fair Standing Committee Chair**

The Book Fair standing committee chair is responsible for the Book Fair standing committee, its meetings and directing the operational management of the Book Fair fundraiser in accordance with Appendix B: Book Fair Standing Committee and the Book Fair Standing Committee Terms of Reference.

### **Grade Six Standing Committee Chair**

The Grade Six standing committee chair is responsible for the Grade Six standing committee, its meetings and directing the operational management of events related to school leaving in accordance with Appendix B: Grade Six Standing Committee and the Grade Six Standing Committee Terms of Reference.

### **Members at Large**

Parents wanting to become Council officers but not wanting to hold an office may do so by becoming elected as members at Large. Members at large attend regular Council meetings and discuss and vote on issues along with the officers.

### **Principal**

This is a non-voting position.

The principal attends all Council meetings or appoints a delegate when required and may participate on Council committees. The principal shall seek input of the Council on school improvement planning, school budgets, community partnerships, development of school policies and guidelines regarding student achievement, school code of conduct, dress code and Board policies. The principal forwards relevant information from the Board and the Ministry to the Council. The principal shall support and promote the Council's activities and encourage parents and community members to participate in events and programs. For additional information, see the Principal Profile developed by Council and on file with the Board.

### **Teaching Staff Representative**

The teaching staff representative is an essential link between Council and teaching staff. This member of the Council must not be a parent.

### **Non-Teaching Staff Representative**

The non-teaching staff representative is an essential link between Council and non-teaching staff. This member of the Council must not be a parent.

### **Community Representative(s)**

Community representatives represent the interests of RPPS to the community and likewise, the interests of the community to RPPS. Community Representative(s) of Council must not be a parent.